Contractor Readiness Tasks for FFS Network Providers

Task #	Task Name	Planned Start Date	Planned Finish Date	Resources
	Submit Required Forms			
	Complete and Submit Applications Access Form; Confidentiality Oath Form; County of Los Angeles Agreement for Acceptable Use and Confidentiality of County's Information Technology Assets, Computers, Networks, Systems, and Data Form; and Electronic Signature Agreement Form			
	ProviderConnect Setup			
	Confirm ProviderConnect setup for Provider, Other Users working on behalf of Provider (Roles, Functions, Access Rights)			
	ProvideConnect Training			
	Review ProviderConnect Training Schedule			
	Register for ProviderConnect Training			
	Complete ProviderConnect Training			
	Claiming Cycle Interfaces(837,835,999,277CA)			
	Planning, Gap Analysis and Development for Claiming			
	Forward Claiming Companion Guide to vendor, biller or clearinghouse			
	Review Claiming Companion Guide with vendor, biller or clearinghouse			
	Identify data gaps - new data elements, new content, new values or codes, new businee rules			
	Identify possible modifications to current workflow and business processes to capture new or modified data			
	Work with vendor, biller or clearinghouse regarding changes, schedules and costs			
	Identify possible training requirements for workflow or business processes changes			
	End-to-End Testing Readiness			
	End-to-end Testing (Claiming Transactions)			
	Envelop Validation Testing			
	Structural Validation Testing			
	Document, debug, retest			
	Conduct functional testing, debug, retest			
	Document Results			
	Conduct integration testing with DMH			
	Document results of claiming testing			

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	Resolve integration test problems			
	Claiming Cycle Interfaces(837,835,999,277CA) - Production Ready			
	Test Production Digital Key			
	Claiming Cycle Implementation/Deployment			
	Go-Live and Support			
	Verify all Readiness Tasks are Completed			